

SUBSTITUTE AGENCY NOTIFICATION REQUEST

BCII 9002 (Orig. 08/05)

☐ ***Check if re-submission**

Form must be filled out completely to ensure processing. Any required information that is not provided will result in the application being denied and returned to the requesting agency.

* Form may be resubmitted for corrections one time without additional charge using the original document only.

STEP I - To be completed by applicant (please print):

Name		
(Last)	(First)	(Middle)
Aliases (Maiden name, AKA's)		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (Month/Day/Year)		
Social Security Number (optional)		
I am requesting that my fingerprint clearance or exemption be transferred to the receiving licensing agency below.		
Applicant Signature		

STEP II - Original application information - to be completed by applicant:

Date Fingerprinted (if known):	Original Application Type (check one): <input type="checkbox"/> Family day care <input type="checkbox"/> Family day care volunteer <input type="checkbox"/> Foster family home
Original Applicant Agency/ORI:	

STEP III - To be completed by receiving licensing agency:

Completion of this section indicates that the receiving agency has approved the transfer

Agency	Effective date
Address	Agency/ORI
Street or P.O. Box	Contact Name
City	Phone Number ()
State	Billing Code
Zip Code	

DOJ use only**Request approved for processing**

- ☐ Fee Received
- ☐ On authorized agency list
- ☐ **Transfer complete**

Request Denied (CACI not processed)

- ☐ Fee not received/incorrect billing code
- ☐ Not on authorized agency list
- ☐ Required data missing
- ☐ App type does not match
- ☐ Original application not on file

Child Abuse Central Index (CACI) processing

- ☐ **CACI Transfer complete**
- ☐ CACI Transfer not completed - Submit New LIC 198 Form
- Technician stamp _____

Receiving licensing agency must transmit this notification to:

Department of Justice
Bureau of Criminal Identification and Information
P.O. Box 903417
Sacramento, CA 94203-4170